

# MEETING MINUTES

**Date of Meeting:** May 21, 2013  
**Subject:** 3rd Steering Committee (SC) meeting  
**Project Name:** City of Covington Hazard Mitigation Plan  
**In Attendance:** Steering Committee- Shellie Bates, Shawn Buck, Ann Mueller, Karla Slate, Robert Meyers, Marcia Milam  
Planning Team- Rob Flaner,  
**Not Present:** Bob Oxborrow, Glenn Akramoff, Linda Graney  
**Summary Prepared by:** Rob Flaner – 5/24/2013  
**Project No.:** 103S2602  
**Quorum- Yes or No** Yes

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## Welcome and Introductions

- Shellie Bates opened the meeting with brief group introduction.
- Round table introductions by all in attendance.
- A new member of the Steering Committee was welcomed to the team. Marcia Milam, will serve as a citizen representative on the SC.
- 4/16/2013 meeting minutes were reviewed and approved.
- Handouts provided included: Agenda, meeting minutes, Proposed Critical Facility definition, City of Covington Risk Assessment update, Goal setting exercise, Objectives development worksheet, and a copy of the draft hazard awareness survey.

## Risk assessment update

Rob reviewed the risk assessment update handout with the committee. The purpose of this document is to apprise the SC on the status of the development of the risk assessment. Points discussed are as follows:

- Tetra Tech contacted the city's GIS staff and discussed data availability. Per GIS staff, the data produced by the city (i.e. parcel data) is often provided by the city to King County to update the county's GIS datasets. As part of a project to update the county's HMP, Tetra Tech will acquire data from King County, extract data for the city's geographical area, and fill in any gaps with data from the city as needed.

## HAZUS Inventory/Building Stock

- Tetra Tech will download the latest version of the King County Assessor data, extract the data for the City of Covington, and process the data to use in updating the default General Building Stock and performing User Defined Facility analysis as the data allows.

Item	Action
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## Critical Facilities

- Tetra Tech will update the HAZUS default Essential/Critical Facilities database using public safety and other data from King County, and state data where necessary. Tetra Tech will then provide the updated Essential/Critical Facilities database to the committee for modifications and updates.

## Earthquake

- Tetra Tech has downloaded seismic hazards data from King County. These data are from 1990, should the data be used in the analysis?

## Landslide

- Tetra Tech has downloaded forest practice landslide and slope stability data from WA DNR.
- Tetra Tech has downloaded landslide hazards area data from King County. These data are from 1990, should the data be used in the analysis?

## Severe Weather

- Tetra Tech has downloaded annual average maximum temperature and annual average minimum temperature data for 1971-2000 and 1981-2010 time periods.
- Tetra Tech has downloaded annual average and monthly average precipitation data for 1961-1990, 1971-2000, 1981-2010 time periods.

## Volcano

- Tetra Tech has downloaded Mt Rainier lahar hazards data from WA DNR. Is the committee aware of any other lahar hazards data?

## Wildfire

- Tetra Tech has downloaded burn probability and large wild land fires data from USFS.
- Tetra Tech has downloaded current risk assessment, fire stats, and WUI high risk communities' data from WA DNR.

Shawn to check on the availability of pipeline and power line data.

## Other

There was a brief discussion on pipeline and power line data. Rob explained to the SC that the planning team did not have access to any of this data due to it being under private ownership. Shawn said that he would look into what type of data the City has on these facilities.

## Critical Facilities

At the last meeting, the SC crafted a proposed definition for "critical facilities" to be included in the plan. Rob was tasked with refining the definition and circulating it to the SC for comment. The proposed definition was submitted to the SC for their approval. Review, one additional change was requested and the definition for critical facilities was approved by consensus as follows:

Item	Action
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*A critical facility is a public or private facility vital to the City's ability to provide essential services and protect life and property. Loss of a critical facility would result in a severe economic or catastrophic impact. Critical facilities can be segregated into 3 categories:*

- 1) Those facilities that are essential to the city's ability to respond and recover from the impacts of natural hazards including those potentially used as shelters.*
- 2) Those facilities that need early warning to enable them to prepare for and respond to the impacts of natural hazards.*
- 3) Those facilities that by the nature of their operations create an exposure to secondary hazards of concern.*

*Under the Covington hazard mitigation plan (CHMP) definition, critical facilities include but are not limited to the following:*

- Government facilities (including those that house critical Information Technology and Communication infrastructure), vehicle and equipment storage facilities, and emergency operations centers needed for disaster response before, during, and after hazard events.*
- Public and private utilities and infrastructure including data and server communication facilities, vital to maintaining or restoring normal services to areas damaged by hazard events.*
- Educational facilities.*
- Hospitals, and care facilities likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.*
- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.*
- Existing shelter facilities or those likely to be utilized as shelter facilities.*

## **Goal Setting**

Now that a guiding principle has been established, the next step in the planning process is to define goals for the plan. A goal setting exercise was presented to the SC that included a catalog of goal statements. The SC was asked to review the catalog to identify directions they would like to go with the City's plan. After review and discussion, the SC identified the following goal statements for consideration:

- 1. Protect life and property*
- 2. Maintain economic viability during and after a hazard event.*
- 3. Maintain, enhance and restore the natural environment's capacity to deal with impacts of hazard events.*
- 4. Promote the development and implementation of cost effective hazard*

Item	Action
<p><i>mitigation projects.</i></p> <p>5. <i>Increase the public's awareness of the impacts from hazard events.</i></p> <p>6. <i>Improve the community's emergency management capability.</i></p> <p>7. <i>Promote hazard resilient development through the use of best available data and science.</i></p>	<p>Rob to circulate the proposed goals to the SC for their review prior to the next meeting.</p> <p>SC to approve final goals at their next meeting.</p>

Rob was asked to refine the statements and then circulate the proposed goals to the SC for their review prior to the next meeting. The SC will formally approve the final goals as an action item at their next meeting.

## **Introduction of the objectives exercise**

Now that the basis of the goals for the plan has been established, the next step will be to select objectives for the plan. This will be done in similar fashion to the goal selection process. An objectives development worksheet was provided to the SC. Completion of this worksheet will be homework for the SC prior to the next meeting. The worksheet includes a catalog of 45 objective statements from different planning efforts from around the country. The SC is to review each of those statements and determine which of the 7 goals each statement meets. Each statement can be determined to meet none of the goals, or all of them. This is an entirely subjective exercise. The object is to identify those objectives that meet the most goals. The list will be reduced down to those statements that were determined to meet the most goals. This refined list will be reviewed by the SC at their next meeting to determine those objectives that will be included in the City's plan. Rob agreed to refine the worksheet to include the guiding principle and the seven proposed goals for reference. The revised worksheet will be circulated to the SC via email. The SC was asked to complete the worksheet by **June 10<sup>th</sup>**, so that Rob can compile the results prior to the next meeting.

Rob to circulate the revised objectives worksheet to the SC via email.

SC to complete the objectives worksheet and return to Rob on or before June 10, 2013.

Rob to make revisions to the survey and circulate to the SC for their approval.

## **Public Involvement Strategy**

A proposed draft of the hazard mitigation survey was reviewed by the SC. Many changes were requested by the committee. Rob will make these changes to the survey and circulate them to the SC. The SC will approve the final version via e-mail. The goal would be to have the survey live, prior to the next SC meeting in June.

Rob to provide a draft press release and mockup of the pocket business cards to Shellie prior to the next meeting.

The survey will be advertised via press release as well as pocket business cards that advertise the survey link and City website. Rob will provide a draft press release and mockup for the pocket business cards to Shellie.

The meeting was adjourned at 11:35 AM

The next Steering Committee meeting is:

**June 18, 2013 from 9:30 AM to 11:30 AM**  
**Covington City Hall**